

EducationUSA Canada Website Manager and Graphic Designer



Project Title	EducationUSA Canada Website Manager and Graphic Designer
Project Summary	EducationUSA Canada needs a creative and detail-oriented individual who enjoys editing, researching, website maintenance, and resource creation.
Country	Canada
Agency	EducationUSA
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	1

Project Description

EducationUSA is funded by the U.S. Department of State and exists to help students around the world with the U.S. higher education application process. The center in Ottawa is responsible for reaching out to all Canadians, and thus, the strength of our virtual resources is vital. Virtual interns for EducationUSA Canada will create, maintain, and update education resources that are free to the 26,904 Canadians who study in the United States each year. Your role will be to ensure the highest quality of our digital resources, in order to provide timely, accurate, and unbiased information about U.S. higher education to Canadian students.

EducationUSA Canada wants to give virtual interns a chance to use and hone their skills, as well as explore areas they would like to grow in. The following tasks are how the intern will spend most of his/her time, however, you will also have a chance to become involved with other interesting projects, as they become available. EducationUSA Canada has two virtual interns and encourages them to work together when their tasks intersect. The other intern's title is "Social Media and Infographic Innovator."

The Website and Education Resource Manager for EducationUSA Canada will be responsible for the following tasks: maintain the EducationUSA Canada Wordpress site (educationusacanada.ca), edit and update information on the website, update current resources/handouts, create new resources/handouts in InDesign, and create University Spotlight's in Microsoft Word.

Understanding of Wordpress is mandatory.

Access to Adobe Suite of products and Microsoft Word is mandatory. Should be an intermediate user of both.

Must have strong grasp of the English language and grammar, attention to detail in editing and graphics, an aesthetic eye for graphic design, and an ability to take information provided by the EducationUSA advisor and make it “pop.”

Additional assets (preferred): a background in education advising or higher education management (examples: on-campus positions with the Registrar, Study Abroad, Campus Tours, etc.), and some written French knowledge.

Other additional requirements or comments:
Familiarize yourself with EducationUSA Canada and our resources by viewing our website (educationusacanada.ca), Facebook page (EducationUSA Canada), Twitter (@EdUSACanada), and Instagram (@edusa_canada)

Desired Skills Interests

Additional Information

Our website has a French facing page that was created by an intern. We would like to keep that page up-to-date. Preference will be given to students with a strong background in French.

Language Requirements

Language Speaking Proficiency		Reading Proficiency	Importance
French	No practical proficiency	Minimum professional proficiency	Nice to Have